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Vacancy Announcement No. ST-FSN-24A-13

OPEN TO: All interested candidates who have the required work and/or residency permit

FULL LEVEL OF PERFORMANCE: FSN PSC – 11

LOCATION OF POSITION: Program Office (PO), Tegucigalpa, Honduras

POSITION TITLE: A.I.D. Development Program Specialist (EDO/HPN Backstop)

OPENING DATE: November 4, 2013

CLOSING DATE: November 19, 2013

WORK HOURS: Monday through Friday (40 hours per week)

SALARY: Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 597,060.00 to L. 1,014,996.00 per year.

ALL CANDIDATES WHO APPLIED UNDER THE PREVIOUS ANNOUNCEMENT ST-FSN-24-13 DO NOT NEED TO RE-APPLY.

BASIC FUNCTION:

The Development Program Specialist provides overall guidance to the Mission's Education (EDO) and Health, Population and Nutrition (HPN) technical offices in strategy, program, and activity matters, and informs and oversees the design, implementation, and monitoring of both the non-Central America Regional Security Initiative (CARSI) and CARSI portions of their portfolios. (S)he engages host country counterparts, implementing partners, other donors, and other public and private sector partners in high-level discussions on issues related to USAID goals in Honduras. (S)he drafts and participates in the negotiation of bilateral obligation and other implementation documents with Government of Honduras (GOH) officials in the Ministry of Finance. The Development Program Specialist also drafts or reviews and edits key Spanish and English language materials on USAID programs, success stories, program descriptions for the USAID English language webpage, and briefing and reporting documents for senior USAID and United States Government (USG) officials. Within the Program Office (PO), the incumbent also assists the Monitoring and Evaluation (M&E) Specialist, the Gender Specialist, and the Budget Specialist to analyze, assess, and communicate development work in key sectors, on an as-needed basis.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Activity Planning, Implementation, and Monitoring (75%)

- Drafts and participates in the negotiation of bilateral Agreements and amendments with Government of Honduras (GOH) officials in the Ministry of Finance. Monitors and advises USAID on GOH compliance with bilateral conditions precedent and covenants.
- Drafts official implementation documentation (e.g., Implementation Letters). Participates in making substantive decisions involving implementation matters (e.g., revising results and indicator targets, benchmarks; selecting technical assistance contractors; terminating/canceling activities).

- Leads the development of planning documentation for bilateral and regional activities, such as Project Appraisal Documents and other project design documents, assuring compliance with Automated Directives System (ADS) requirements.
- Participates in the conceptual design of new activities (e.g., analyzing and clarifying the development problem; defining the criteria by which the success or failure of planned activities will be measured).
- Coordinates, provides guidance, and participates in the development of the two annual Portfolio Reviews and identification of major issues for Mission review. Performs routine formal presentations in different subjects, such as Performance Monitoring Plan (PMP) and use of indicators under USAID's Results approach (vis-à-vis use of logframes), and on project design and strategic development concept and application to Education and Health teams, counterparts and other donors, and to Mission staff.
- Assists Mission technical teams with the development of narratives and other inputs for the Operational Plan, Integrated Country Strategy, Country Development Cooperation Strategy, Performance Plan and Report, Congressional Budget Justification, and Congressional Notifications.
- Assists the Mission Monitoring and Evaluation Specialist in the implementation of current USAID monitoring and evaluation trends relevant to the work of the Education Office (EDO) and Health, Population and Nutrition (HPN) offices within the Honduran context.
- In conjunction with the Monitoring and Evaluation Specialist, assists the EDO and HPN teams in complying with USAID monitoring and evaluation policies by providing guidance and reviewing performance management plans and evaluations.
- Monitors and ensures timely closure of outstanding audit recommendations to reduce the areas of vulnerability in the correct use of USAID resources.
- Facilitates procurement actions by reviewing and clearing procurement requests for clarity and consistency with U.S. Government (USG) bilateral agreements, laws and regulations.

2. Language Communications Support (Mission-wide) (15%)

- Supports Mission technical offices, Program Office (PO) Public Relations staff, and the Front Office by drafting or reviewing and editing key Spanish and English language materials on USAID programs, success stories, program descriptions for the USAID Spanish and English language webpage, and briefing documents for senior USAID and USG officials.
- Provides support to the PO Public Relations staff for the implementation of the Mission's communications strategy and for the development of new Mission outreach activities.

3. Monitoring and Evaluation, Gender, and Budget Support (10%)

Assists the Mission's Monitoring and Evaluation Specialist, Gender Specialist, and Budget Specialist to analyze, assess, and communicate development work in key sectors, on an as-needed basis.

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Possession of a bachelor's degree in public health, education administration, international affairs, political science, public administration, policy analysis, business, economics, law or a related field is required. A Master's degree is preferred.

EXPERIENCE: At least seven (7) or more years of progressively responsible work in public administration and/or with an international organization assisting in program/project development or international development programs is required. Experience in developing monitoring plans and evaluation of scopes of work is also required.

- LANGUAGE:** Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.
- KNOWLEDGE:** Detailed knowledge related to management and development of program/projects in the areas of health, education, or decentralization is required. Advanced knowledge of the institutional environments, citizen security, and/or public policy as it relates to development in Honduras is required. Must possess broad understanding of statistics, monitoring and evaluation, and of Microsoft Office, with special emphasis on Excel expertise.
- SKILLS AND ABILITIES:** Must possess good team-work and interpersonal skills and ability to interact effectively with host-country counterparts. Must have the ability to write clearly and concisely, in English and Spanish, including ability to draft sections of USAID implementation documents, other correspondence with mid-and-high-level USG and Government of Honduras (GOH) officials, and relevant sections of USAID's Operational Plan, Performance Plan and Report, Congressional Budget Justification, and Congressional Notifications. Skills in preparing and presenting oral and written reports and ability to influence opinions of others are required. Computer skills required: Microsoft Word, Excel, Power Point, Outlook, and web-based applications, with good working knowledge of data base front-end programs. It is also required to have excellent representational skills and managerial capabilities to flexibly perform in a variety of environments up to and including GOH ministerial level, as well as with high level USG and VIP visitors.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: November 19, 2013

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>

for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).